

The City of Dothan Employee Disciplinary Action Report Form

Authority: Regulation III - DISCIPLINARY POLICY

SECTION III - EMPLOYEE INFORMATION			
Employee Name Mary Beth Brackin	Employee ID Number 100382	Hire Date 05/01/1992	Department Judicial
Employee Job Title Magistrate		Counseling Supervisor Name & Job Title Rose Evans-Gordon, Municipal Judge	
SECTION IV - OFFENSE AND TYPE OF ACTION			
Check (✓) Category and Offense, Circle (O) Rule Number(s) violated			
<input type="checkbox"/> MINOR CATEGORY	<input type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense <input type="checkbox"/> 4th Offense
Violation of Rule: Section 3-41. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18			
<input checked="" type="checkbox"/> MAJOR CATEGORY	<input type="checkbox"/> 1st Offense	<input checked="" type="checkbox"/> 2nd Offense	
Violation of Rule: Section 3-42. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19			
<input type="checkbox"/> INTOLERABLE CATEGORY	<input type="checkbox"/> 1st Offense		
Violation of Rule: Section 3-43. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20			
Check (✓) Type of Disciplinary Action For This Offense			
<input type="checkbox"/> FORMAL COUNSELING <input type="checkbox"/> WRITTEN WARNING <input type="checkbox"/> FINAL WRITTEN WARNING			
SECTION V - DETAILS OF THIS DISCIPLINARY ACTION REPORT			
In the space below or on additional sheets provide detailed documentation of the rule(s) violated to include dates and the specific actions of the employee. Include details of recommendations for corrective action and consequence of future violations.			
<p>Police Department investigation has revealed that you, Ms Mary Beth Brackin, violated the <u>City of Dothan Personnel Rules and Regulations Section 3-42(14)</u> insubordination; in that you willfully by your own admission disobeyed a directive from your Department Head to refrain from any contact with Ms. Mary Turner during the Police Department investigation of Ms. Turner. You admittedly understood this directive and chose to disregard it by calling Ms. Turner. This is a major offense.</p> <p>Investigation by the Dothan Police Department has revealed that you, Ms. Mary Beth Brackin, violated the <u>City of Dothan Personnel Rules and Regulations Section 3-42.(6)</u> negligence in carrying out assigned tasks or duties or responsibilities of one's position in that you failed to account for a uniform traffic citation issued by a Dothan Police Officer and which you affirmed receipt of in accordance with guidelines issued by the Alabama Administrative Office of Courts and usual and customary practice of the Dothan City Magistrates' Office. This is a major offense.</p> <p>The above offenses constitute the second major offense within a twenty-four month period and as such incur the possibility of dismissal.</p>			
Supervisor Signature	Date signed	Department Head Signature <i>Rose Evans-Gordon</i>	Date Signed 4/29/05
<p>I acknowledge I was counseled or warned in reference to the rule violation(s) cited above. I understand my signature on this form acknowledges the counseling or warning took place for the reasons given. I understand my signature does not mean I agree or disagree with the statements documented on this form. I also understand I may provide a written explanation of the offense for which the counseling or warning report has been issued and attach this written statement to this form. I understand this Personnel Form #147 and any attachments will be forwarded to the Personnel Department and become a part of my permanent employment record.</p> <p>EMPLOYEE SIGNATURE: _____ Date Signed: _____</p>			

Distribution: ☐ ORIGINAL to Personnel Department☐ COPY to Employee☐ COPY to Department Head